



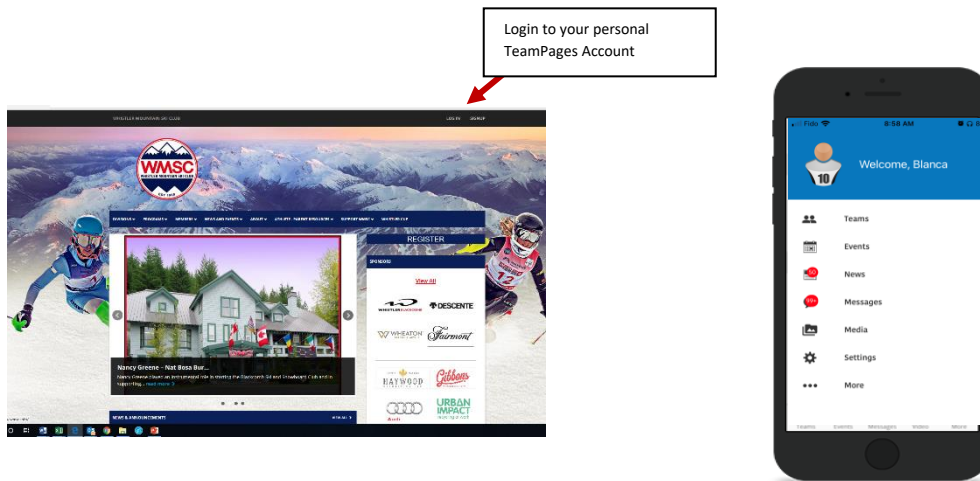
## Team Pages Tutorial

- **What is Team Pages?**

TeamPages is the system that we, at WMSC, will be using to manage our teams' communication, schedule and attendance.

- **Is TeamPages a desktop or mobile device system?**

Both, you can login to your personal TeamPages account from our [www.wmsc.info](http://www.wmsc.info) site or you can download the app from Apple Store or Google Store. You will use the same login credentials for the two versions and Active.



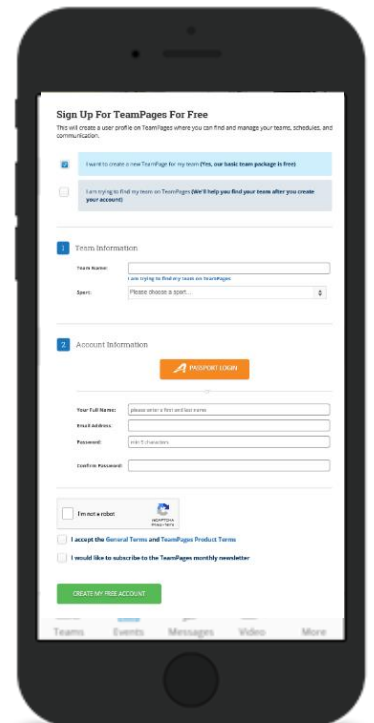
Please watch this tutorial for TeamPages new users <https://m.youtube.com/watch?v=FiuAveMREKs>

- **How do I login or join my team with TeamPages?**

We sent invites periodically to all our members and athletes to join your teams. You just need to follow the link and accept the invitation. Or, you can signup from our website:

- Visit [www.wmsc.info](http://www.wmsc.info)
- Click on the signup link on the right top corner
- Select "I'm trying to find my team on TeamPages"
- Fill out your team name (U12 Program Team, U14 Program Team, U16 Program Team or FIS Program Team)
- Select skiing on Sport field drop down menu
- Create your login credentials
- And finish the signup form (The TeamPages Newsletter is not a WMSC newsletter)
- **Why can I not create my account with TeamPages? Or I downloaded the TeamPages App and I cannot see the attendance.**

If we do not have your email address on our database, your attempt to create an account will fail or it will only show information open to the public. Please email us at [info@wmsc.info](mailto:info@wmsc.info) to add your email to our database and to gain access to the member only information. Please make sure to use the email address you want to use to correspond with the Club.



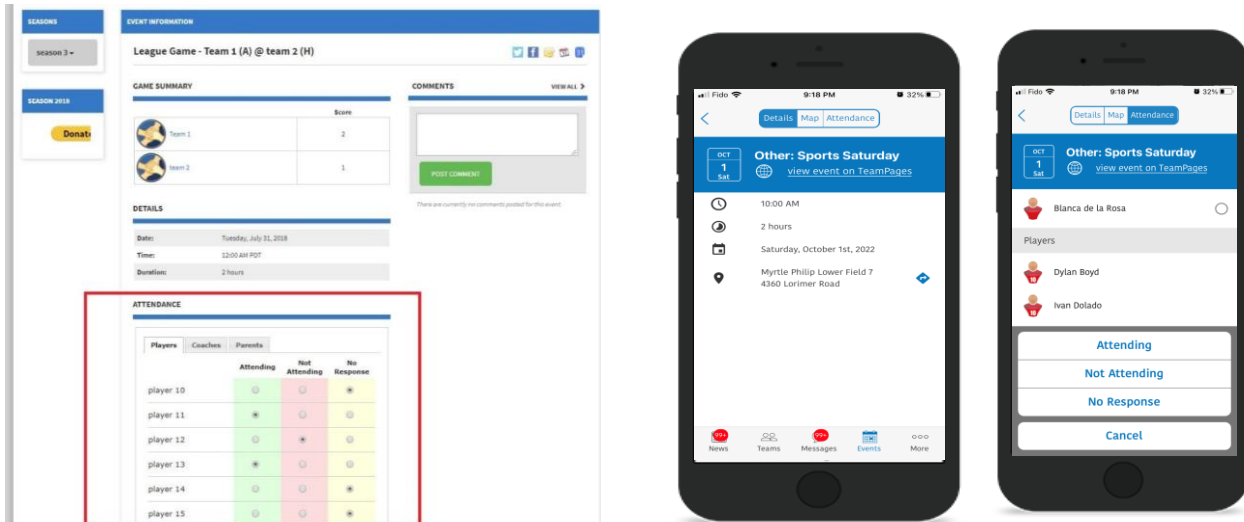


- **How do I mark attendance to an event or extra days\* as an athlete or as parent on behalf of an athlete?**

If athletes have a personal TeamPages login, only they will be able to mark their attendance.

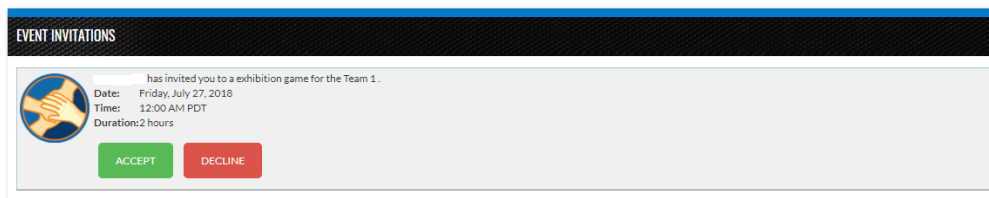
For young athletes without a TeamPages login, parents will be marking their attendance.

- TeamPages allows members to update their own attendance on the event page. Go to [www.wmsc.info](http://www.wmsc.info) | programs | Select your age program U12, U14, U16 or FIS | Calendar and click on the specific event to mark your attendance.



- Or, when they receive the notification to attend an event. This will appear on the Notification section on your Personal TeamPages page. If you accept the invite, the Attendance section of the Event Detail page will automatically update to Attending, if you decline, it will update to Not attending.

You have 1 notification



- **My login is not working, it keeps logging me out. How can I fix it?**

We cannot change this. TeamPages App times out the session for security reasons. Even if we, at WMSC do not use it, the app is designed to accept payments and registrations on line and will lapse the session to protect user's financial information.



- **How do I synchronize my calendar**

- Login to your TeamPages account with your existing Active Passport login
- On your profile page click **CALENDAR** menu
- Click **SUBSCRIBE**
- Choose your personal calendar application and follow the instructions to sync

A screenshot of a TeamPages profile page for a user named Blanca de la Rosa. The page has a blue header with the user's name and a profile picture. Below the header is a navigation bar with several tabs: PROFILE, TEAMS, DIVISIONS AND ORGANIZATIONS, CALENDAR, RIBOX, FRIENDS, PHOTOS, VIDEOS, and SETTINGS. The CALENDAR tab is highlighted with a red circle. Below the navigation bar is a sub-header with the text 'BLANCA DE LA ROSA / SCHEDULE'. Underneath this is an 'EVENTS' section with a 'PRINT' button, a 'SUBSCRIBE' button (circled in red with an arrow pointing to it), and a 'CREATE A PERSONAL EVENT' button. The main content area shows a calendar view for September 2022, with events listed for Monday, Tuesday, and Wednesday. The events include various activities like 'U16 Dryland Gym Strength', 'FIS Strength', 'U12 Dryland - Roller Blade Tuesdays', 'FIS WMSC Club Studio', 'U16 Dryland Plyo/Agility', 'North Van', and 'Westview Elementary school'.

*\*Remember to register and pay for your extra days of training by the Monday prior to training on your Active Racer account.*

Please read the Member Guidelines at <http://www.wmsc.info/organizations/3850/documents/200352>